



**POLICY AND FINANCE COMMITTEE  
NOTICE OF MEETING**

Notice is hereby given that there will be a committee meeting on

**Monday 20 February 2017 at 7pm**

**The Harlington**

All committee members are summoned to attend

To: Cllrs L Holt (Chairman) P Einchcomb, R Hunt, A Oliver,  
R Robinson, B Schofield, J. Smith, N Walton

Signed:

Janet Stanton  
Town Clerk

Date: 14 February 2017

**AGENDA**

**1 APOLOGIES**

Schedule 12 of the LGA 1972 requires a record to be kept of members present, and that this record forms part of the minutes of the meeting. A resolution must be passed on whether the reason(s) for a member's absence are acceptable

**2 DECLARATIONS OF INTEREST**

Under the Local Authorities Localism Act 2011, members must declare any interests and the nature of that interest, which they may have in any of the items under consideration at this meeting.

Members are reminded that they must disclose both the existence and the nature of a personal interest that they have in any matter to be considered at this meeting. A personal interest will be considered a prejudicial interest if this is one in which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the members' judgement of the public interest.

**3 QUESTIONS FROM THE PUBLIC (3 Min per person maximum 15 minutes)**

To receive questions and statements from members of the public.

#### **4 MINUTES OF PREVIOUS MEETING**

To receive and approve as a correct record the minutes of the Policy and Finance Committee held on Monday 17 October 2016 -copy attached

#### **Part 1 – ITEMS FOR DECISION**

#### **5 QUARTERLY FINANCIAL MONITORING REPORT**

To consider the quarterly commentary of the Town Clerk and to receive:

- a) Quarterly monitoring report
- b) Cash Book for December 2016
- c) Bank reconciliation for December 2016
- d) List of payments for December 2016
- e) Budget for January 2017
- f) Summary Budget for January 2017
- g) Cash book for January 2017
- h) Bank reconciliation for January 2017
- i) List of payments for January 2017
- j) Income and Expenditure Statement up to January 2017
- k) Summary Income and Expenditure January 2017
- l) Balance Sheet as at January 2017
- m) VAT for December 2016
- n) FTC Charge Card Statements for August , September,October, November 2016 - Kirby, Robins, Crane
- o) Year end Budget Projections

#### **RECOMMENDATION**

- a) To confirm that the bank reconciliations for December 2016 and January 2017, equal zero and Cllr Robinson to confirm that the bank statements match the reconciliation and sign the bank statements and payment schedules
- b) To receive and accept into the minutes the List of Payments for December 2016 January 2017
- c) To receive and accept into the minutes the Income and Expenditure Statement up to January 2017
- d) To receive and accept into the minutes the Balance statement as at January 2017
- e) To receive and accept into the minutes the VAT for December 2016
- f) To receive and accept into the minutes the budget and summary budget for January 2017

- g) To receive the Fleet Town Council Charge card statements and Cllr Holt to confirm approval of expenditure on FTC Charge Card Statements for August, September, October, November 2016
- h) To receive the Year end projections
- i) To receive the Town Clerks Quarterly Monitoring Report

**6 INVESTMENT REPORT**

To consider the quarterly investment report-copy attached.

To receive and consider a New Investment Report-copy attached

**RECOMMENDATION**

- To note the balances held in FTC accounts
- To approve depositing funds into CCLA – The Public Sector Deposit Fund

**7 FEES AND CHARGES PRICE LIST 2017/2018**

To receive and approve the proposed FTC price list for 2017/2018, effective from 1 April 2017-copy attached

**RECOMMENDATION**

To receive and approve the 2017/2018 price list

**8 GRANT APPLICATION-FLEET SPEEDWATCH**

To consider an application for a grant of £178.70 for the purchase of two Speedwatch signs-application attached

**RECOMMENDATION**

To determine the application for a grant of £178.70 for the purchase of two Speedwatch signs

**9 WRITE OFF DEBTS**

On the advice of the internal auditor, the following invoices to be written off:

Name	Date of invoice	Invoice no.	Amount
• Laurent (Ancells Farm)	30.12.13	AF421	£161.93
• Birkby	29.09.14	HC2024	£168.00
• Hedge	29.09.14	HC2020	£60.00
• Jones	29.05.15	Various	£870.00

**RECOMMENDATION**

To approve the writing-off of debts as advised by the Internal Auditor

## **10 INTERNAL AUDITOR'S INTERIM REPORT**

To receive the internal auditors reports for 7 October 2016 and 7 December 2016 and note the actions taken by FTC as follow:

### **Internal Audit Report of 7 October**

- |                         |                                     |
|-------------------------|-------------------------------------|
| • Earmarked Reserves    | Completed as IAS recommended action |
| • PWLB                  | Noted                               |
| • Audit Fees            | Noted                               |
| • Risk Assessment       | Noted                               |
| • External Audit Report | Noted                               |

### **Internal Audit Report of 15 December 2016**

- |                        |   |
|------------------------|---|
| • Bank Current Account | The Clerk is reviewing the amount to be retained in the current Account             |
| • FSCS                 | Noted. For information, businesses are not covered by the Deposit guarantee scheme. |
| • LGPS deficit         | Noted   |

### **RECOMMENDATION**

To receive the Internal Auditor's report and approve the actions to be taken

## **11 ASSET REGISTER**

To consider and receive the asset register and recommend to Council for approval-  
copy attached

### **RECOMMENDATION**

To recommend the Asset Register to Council for approval

## **12 POLICIES**

### **Tree policy**

To consider an updated tree replacement policy to include replacement of trees –  
copy attached

### **RECOMMENDATION**

To adopt the updated tree and tree replacement policy

## Part 2 – ITEMS TO NOTE

### **13 VAT INSPECTION**

To note that a VAT inspection will take place on 20 April 2017

### **14 YEAR END CLOSE DOWN 2016/2017**

#### **a) pre year end RBS visit**

To note that a pre year-end visit will take place on 13 March 2017

#### **b) 2016/2017 year end close down**

To note that the year-end close down by RBS Accountancy will take place on 26 April 2017

### **15 THE HARLINGTON LEASE**

To note that HDC has asked FTC to progress the Harlington Lease

### **16 DATE AND TIME OF NEXT MEETING**

The next meeting of the Policy and Finance Committee will be held on **Monday 22 May 2017** at 7pm at The Harlington **(Please note this change of date)**